



Handbook of Operating Procedures

Section: 8.4.2
Originally Approved: 03/23/2000
Last Amended: 09/19/2006
Last Reviewed: 09/19/2006
Page: 1 of 3

APPOINTMENT OF BUILDING SUPERVISORS

A. Purpose

The purpose of this policy is to clarify the positions of Chief Building Supervisor, Building Supervisor and Alternate Building Supervisor at The University of Texas-Pan American.

B. Persons Affected

This policy applies to the Chief Building Supervisor, Building Supervisors, and Alternate Building Supervisors at the University.

C. Policy

The policy of the University is that:

1. The Chief Building Supervisor is the Vice President for Business Affairs, and is appointed by the President. This administrator conducts an annual review of all Building Supervisors, at which time he or she delegates the responsibilities of overseeing the activities, except classroom scheduling, of the entire building(s), excluding faculty offices. Building Supervisors and Alternate Building Supervisors will be appointed or confirmed annually by the Vice President for Business Affairs.
2. The Building Supervisor is a full time faculty, staff, or administrative member. Subject to final approval by the Chief Building Supervisor, activities may include approving the use of a room in the building for functions other than the primary purpose of that room. The Building Supervisor position is considered to be security sensitive. The individual who is considered for this position will have a background check done by The University Police Department prior to, or immediately after appointment.
3. Alternate Building Supervisors will be appointed to assist the Building Supervisors in performing their duties and responsibilities. If Building Supervisors are unable to fulfill the duties and responsibilities that they are assigned, the Alternate Building Supervisor will assume these duties and responsibilities until a new Building Supervisor is appointed.
4. Building Supervisors and Alternate Building Supervisors may be removed upon approval of the Vice President for Business Affairs and the Campus Facilities Planning Council.

D. Definitions



Handbook of Operating Procedures

Section: 8.4.2
Originally Approved: 03/23/2000
Last Amended: 09/19/2006
Last Reviewed: 09/19/2006
Page: 2 of 3

APPOINTMENT OF BUILDING SUPERVISORS

Not applicable.

E. Responsibilities

1. Building Supervisors will have control of a master key that opens the exterior and interior door(s), excluding mechanical room and electric sliding doors, of the building(s) that they have been designated to supervise. Building Supervisors, or his or her designee, will be responsible for ensuring that all interior rooms and doors are open “unlocked and accessible” for use. He or she will ensure compliance with all building and grounds usage policies and procedures including health, safety and security.
2. Building Supervisors will authorize the issuance of keys to faculty, staff, and administrative members who need access to the building, or rooms within the building. The Building Supervisor retains the right to request that a faculty, staff, or administrative member surrender the keys that have been issued to them.
3. Building Supervisors will serve as a point-of-contact between other departments on campus and the occupants of their building(s).

If information is received that may affect the working environment of the building(s) (i.e., power or water shutdowns, etc.), it is the responsibility of the Building Supervisor to convey that information to all building occupants.

4. Subject to final approval by the Chief Building Supervisor, Building Supervisors will review and approve all facility requests, maintenance and work order projects with the concurrence of physical plant for reviews of codes, structural loading and maintenance for major work or service that would affect the building(s) (i.e., remodeling items affected by renovations). Appropriate forms must be signed by the building supervisor and forwarded within 5 working days.
5. Building Supervisors will serve as a point-of-contact between occupants of their building(s) and any environmental, health, safety or life safety issues. The Building Supervisor will be responsible for contacting the Department of Environmental Health and Safety (DEHS) as appropriate. The Building Supervisor will assist as appropriate.
6. Building Supervisors will be familiar and comply with the UT-Pan American Evacuation Assistant’s guide. Building Supervisors will assign at least one Evacuation Assistant and an alternate for each building level to assist in evacuation and clearing of the building(s). Building Supervisors will ensure that Evacuation Assistant(s) and alternate(s) are familiar with the Assistant’s guide. Building



Handbook of Operating Procedures

Section: 8.4.2
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Page: 3 of 3

APPOINTMENT OF BUILDING SUPERVISORS

Supervisors will review, update and forward a current list of Evacuation Assistant(s) and alternate(s) to the DEHS and ADA Coordinator within 30 days of the start of each Fall semester.

7. Building Supervisors need to specify a designated place in his or her building for the posting of required information.
8. Building Supervisors will contact the following offices as necessary to obtain information, assistance and/or guidance:

University Police
Physical Plant
Department of Environmental Health & Safety
ADA Coordinator

F. Procedures

Not applicable.

G. Review

This policy shall be reviewed every 5 years or as needed by the Vice President for Business Affairs.